



Community Emergency Response Team (CERT): Registration Check List

This Checklist has been provided to help you gather the information you will need prior to entering the online registration process. This will save you time and repetition, as you cannot save your work during this process, and if you fail to have the necessary information, you may be forced to start the process over again.

Once your program is approved by the State and posted on the website, the identified CERT Program point of contact will receive a password to access the admin section of the website. By using this password, you will be able to update and change any of the information about your program. If you have any questions about your password or the information requested, please contact CERT@dhs.gov or your state Citizen Corps point of contact: <http://www.citizencorps.gov/citizenCorps/statepoc.do>. Thank you!!

General CERT Information

Name of your CERT Program	
Area Served by your CERT Program	Please describe the geographic boundary served by your CERT Program. This description will be included in your web posting to help people find the appropriate CERT program for where they live or work, e.g. Baldwin County, District 11, Southwest Tri-County area, City of Coral Gables.
Geographic Boundary	<p>Please indicate the geographic area served by your CERT Program. On the next page, you will be asked to select the specific county name(s) or corresponding zip codes to specify a local or tribal area.</p> <ul style="list-style-type: none"><input type="radio"/> A county or counties;<input type="radio"/> A designated city, town, or local area;<input type="radio"/> A tribal area



This is the principal point of contact for your CERT program. This person's name, phone number, and email address will be posted on the website so that people interested in CERT from your area can get involved in your program. This is also the person who will receive information from state or federal partners. You may wish to create a generic email address for your program, such as AnytownCERT@town.state.us - this will allow multiple people to access the account and won't fill up a personal email address.

Mr/Ms	<div><div><input type="radio"/> Mr.</div><div><input type="radio"/> Ms.</div></div>
First Name	
Last Name	
Middle Initial	
Title	
Street Address	
Street Address cont.	
City	
State	
Zip	
Email	
Confirm Email	
Telephone	
Fax	

[illegible]



Local Endorsing Organization and Contact

This is a local elected leader, a representative of a local emergency response organizations, or your Citizen Corps Council.

Only the sponsoring organization/office name will appear on the website, not the contact person's name.

Sponsoring Organization/Office Name	
Street Address	
Street Address cont.	
City	
State	
Zip	
Contact at Sponsoring Organization/Office:	
Mr/Ms	<input type="radio"/> Mr. <input type="radio"/> Ms.
First Name	
Middle Initial	
Last Name	
Title	
Email Address	
Confirm Email	
Telephone	